

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 1 August 1996

## FACILITIES MANAGEMENT

THIS SOP ESTABLISHES POLICY OF THE ADJUTANT GENERAL OF KANSAS FOR ALL UNITS OF THE KANSAS ARMY NATIONAL GUARD.

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## SECTION 1

## GENERAL

1-1. General: The facilities throughout Kansas represent a capital investment exceeding 80 million dollars. As these buildings age, it is vital that proper and timely maintenance be performed. The unit commander, utilizing his/her full-time building manager, is responsible for the maintenance of his/her particular facilities. Corrective actions for maintenance problems are discussed in this handbook. The guidance contained cannot be all-inclusive, therefore maintenance management problems not covered herein will be referred to the Director of Facilities Engineering (DOFE) for resolution.

1-2. Scope: To provide guidance to commanders and building managers for the efficient, economical maintenance and operation of Kansas Army National Guard Facilities, throughout the State.

1-3. Responsibilities:

a. Unit Commander: All facilities at your installation are assigned to the individual unit commander by action of the Adjutant General. The unit commander assumes the responsibility for all facilities used by the organization including furniture and fixtures.

\*(1) The unit commander, in consonance with the Armory Fiscal Officer, designates, in writing, a primary and alternate building manager for each facility assigned to the organization. A copy of this designee appointment will be forwarded to AGKS-DOFE and the Certificate displayed in the facility. See Appendix G.

\*(2) In multipurpose or multi-unit facilities, the senior commander, with input from the Armory Fiscal Officer, will assign the primary building manager. Assistants may be appointed in multi-unit facilities and will report problems within their area to the primary or alternate building manager. The primary or alternate building manager will then initiate or coordinate action with the DOFE.

b. Building Managers: The building manager is responsible to his/her commander for the cleanliness, care, and maintenance both daily and long term, of his/her respective facilities. The building manager will initiate all actions required to correct known deficiencies as well as inform the DOFE of any defect or malfunction during the daily use of the facilities that is beyond his/her capability to correct.

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It is your responsibility to coordinate with the contractor during any construction or maintenance/repair projects in or on your facilities to provide the following assistance:

(2) Coordination of your work schedule with the contractors. The contractor's work schedule, on occasion, may differ from yours, (i.e. require access to the building, or placement of concrete early in the morning to compensate for hot temperature in the summer during the day).

(3) Placement of construction materials so that they are not in your way, but still easily accessible by the contractor.

(4) Development of guidelines for your contractor concerning access to restricted and secured areas if required.

(5) Do not make any changes to the project, with the contractor, no matter how small, without the approval of the DOFE as you could be liable for the cost of the change.

c. Battalion or Higher Commanders: Battalion or higher commanders will include as part of their Staff Visit/Inspection Program the inspection of each Armory/Facility within their command at least twice annually. The checklist at Appendix A will be used. Distribution of completed inspection checklists is as follows: one copy filed with unit inspected, one copy retained by inspecting headquarters, and one copy provided AGKS-DOFE within seven days of the inspection. Completed checklists will be maintained in unit files for a period of two years.

## SECTION 2

### DIRECTORATE OF FACILITIES

2-1. General: The Directorate of Facilities and Engineering administers and directs: architectural and engineering efforts, planning, programming, and supervising inspection of construction, maintenance and repair projects, master planning, real estate management, fire protection services, energy program, utility services, electronic security program and manages the Army National Guard Environmental Program. It is a service organization to ensure essential services are provided for the operation of all Kansas Army National Guard facilities.

2-2. Organization: (See Annex B)

a. Engineer Plans & Services. Responsible for preparation of drawings and specifications on all construction, maintenance, and repair projects. Maintains engineering data, drawings, specifications, and files which relate to all real property. Conducts inspections of all construction, maintenance/repair projects for contract compliance and quality standards. Reviews material submittals for acceptability. Coordinates necessity for change orders and their approval. Approves progress payments from contractors on completed portions of projects. Conducts design and construction conferences to resolve problems, issues, and provide interpretations of specifications and drawings.

b. Resource Management. Manages funding (both Federal and State) for architect, engineering, construction, and repair projects. Requests funding for change orders for all contracts and maintains project status reports. Manages the Real Property Operations and Maintenance accounts.

Develop program documents (NGB Form 420 and DD Form 1390/1391) for all construction and maintenance/repair projects that are federally funded. Ensures program planning documents comply with National Guard Bureau regulations technical criteria. Maintains real property records, responsible for changes to the Facilities Inventory and Stationing Plan. Implements the Army Energy Program through the Facilities/Energy Committee. Provides assistance and identifies energy conservation measures for the Kansas Army National Guard.

c. Environmental. The point of contact for all matters pertaining to the environment. Develops and implements the Army National Guard Environmental Protection Program to include prevention, control, and abatement of air, noise, water, hazardous material and solid pollutants, and provides assistance for the development of National Environmental Protection Act (NEPA) documents in support of preservation, protection and enhancement of the environment.

d. State Facilities Management. Manages maintenance/repairs of armories and the State Defense Building. Processes AGO Kan Forms 503 for armories and inspects/evaluates the State-of-Maintenance of all facilities and recommends precedence of repairs and develops the Capitol Improvement Plan for the state budget account. Prepares plans and specifications for major repair projects and follow-up with bidding, site construction, final inspections, and acceptance. Manages and files the project requests in computer systems for evaluations and historical data.

e. Electronic Security Program: Manages the Electronic Security Program to include, installation, upgrade and repair of interior detection systems Joint Security Interior Intrusion Detection Systems.

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## SECTION 3

## WORK REQUESTS

3-1. General: Facilities requesting maintenance or repairs beyond the capacity of the Building Manager's resources will request assistance from the DOFE. Building Manager's will keep these in the historic maintenance log of their respective facility. the type maintenance performed, when, and by whom. The maintenance log will also indicate status of work requests submitted to the DOFE. See paragraph 3-3.

\*3-2. Work Plan: Unit Commanders, Senior Commander in multiple unit armories, with the assistance of the Armory Fiscal Officer and Building Manager(s) will establish plans to outline projected maintenance and/or improvements to the facility. This plan will include, as a minimum, three sections. Section I will include those items that can be accomplished on a short term basis, (i.e., within next 6 months) and with little, if any, expenditure of funds. This could include such things as painting an office, fixing a plumbing leak, or repairing a cracked or broken window. Normally these projects are low cost and relative easy to do projects. Section II would include those projects to be considered on an intermediate time frame. These could include more extensive painting, planting grass, shrubs or other landscaping. Projects to accomplished in the next 12 - 18 months should be included in this section. Section III will include long range projects. Normally these will be more costly and/or labor intensive, but not necessarily. Long range projects are those to be completed in the next 1 - 5 year period and are probably beyond the capability of the unit to complete. These plans should be reviewed and updated annually.

a. All projects will include comments or recommendations on funding or labor. (i.e., can it be done by unit personnel? Can it be paid from Armory rental funds or will it require State/Federal funds and contract labor?)

b. Files will be established for every project so that once initiated, it can be tracked through each step to completion.

c. All projects whether short, intermediate, or long term that require State or Federal funding must be forwarded to AGKS-DOFE for funding approval or to be included in future year budget request.

d. Any project that makes a change to the real property must be approved in writing by the DOFE. Requests must be submitted with enough lead time to ensure DOFE can perform an adequate review for code compliance, structural support, etc.

3-3. Historic Maintenance Log: Every facility will maintain a log of what happens to the facility; when action was started and date completed. This will also serve as a suspense file to track requests for funding and/or projects. Example:

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
1 JAN 92	Broken window in classroom	Submitted AGO Kan Form 503 to AGKS-DOFE 3JAN92. Approved 503 received 8JAN92. Work completed by Jones Glass 9JAN92.
20 JAN 92	Water Heater Leaking	Submitted AGO Kan Form 503 5JAN91. Approved by DOFE 20JAN92. Completed 21JAN92 by Bob's Plumbing. New 40 gal water installed. Invoice processed 23JAN92.

Building Managers will also reflect in the log when maintenance or service was performed, by whom, and the type of service.

#### 3-4. Maintenance and Repair:

a. Armories: Building managers, before expending State funds, must request authority to contract for parts and/or labor up to \$2,000.00 by forwarding AGO Form 503 to The Adjutant General's Office, ATTN: AGKS-DOFE. (See Appendix E, AGO Form 503).

b. Non-Armories: All non-armory facilities require justification and approval of all maintenance/repair or construction projects on an NGB Form 420 (See Appendix F) by the Director of Facilities Engineering and the USP&FO prior to expenditure of funds. Requests will then be submitted in AGO Form 503 the same as above.

3-5. Emergency Repairs: Situations may arise that will require immediate action by installation personnel. Gas and water leaks that cannot be shut off, inoperative furnaces in extreme cold weather, etc... are examples of such immediate action as necessary to preserve life and property, (i.e. have the gas and water shut off) and then request further instructions from DOFE. If the emergency occurs after duty hours or on weekends, and the DOFE Personnel cannot be reached, take immediate action to repair the problem as needed. Attempt to keep repair costs at a minimum, below \$500, and notify the DOFE as soon as possible. In all matters herein the Building Manager will be notified as soon as possible if action is taken

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by other personnel. If the unit has funds to support the repair it is not necessary to notify DOFE, example, replacing a broken window pane.

a. An emergency condition is a gas or water leak that cannot be shut off, inoperative furnaces (in cold weather), loss of security to the facility (broken window, lock or key loss) or an unsafe or unsanitary condition (plugged sewer line).

b. Processing requests will be completed as follows: Notify the DOFE telephonically, provide all pertinent data (name and address of contractor or vendor, their Federal Tax I.D. number, cost estimate (if known), description/justification of the problem. If the cost to correct the emergency will exceed \$500 you must have approval from the DOFE before proceeding. Points of contact are listed in Appendix C. If the emergency occurs after duty hours or on weekends and the DOFE personnel or Armory Fiscal Officer cannot be reached, take immediate action to repair the problem, attempt to keep the cost to a minimum and ensure the building manager is informed. Contact the DOFE for further guidance/assistance at the beginning of the work day/week. If the unit has funds to pay the costs of the repair it is not necessary to notify the DOFE.

### 3-6. Self-Help:

a. Self-help is an excellent way to accomplish some important "people projects" that would normally receive a lower work priority than you desire. Personnel assigned to your facility must be made aware that they **must obtain the Director of Facilities Engineering approval prior** to accomplishing self-help projects. This rule applies even if they supply all their own labor and materials, as it ensures proper completion of work. It is costly to tear down a wall or newly paneled area because it creates some type of fire or safety hazard.

b. To receive permission to do self-help projects to your facilities, either to the exterior or interior, submit a formal request to the Director of Facilities Engineering. The request should include a floor plan sketch of the area locating the proposed project, an elevation sketch to further define the work area if required. A detailed description of the project materials including the name brand and quality of material to be used must be provided.

\*c. Improvements to your facilities may encompass new lighting, painting, floor covering, etc... These items may be incorporated under the self-help program, or maintenance and repair by generating an AGO Form 503. Federally supported facilities such as OMS, AASF, training sites and etc. use AGO Form 503A. (See Appendix E-4a)

d. If you are in doubt of your design or selection of materials for your self-help project, you may request assistance from Engineering and Plans Branch of the DOFE.

e. Some other resources available to assist you are:

(1) Materials: Purchase with station funds, request support from lumber/hardware vendors, request assistance from service clubs of organizations and

conduct a garage sale to raise funds to purchase materials or labor.

(2) Labor Sources: Unit personnel, Boy Scouts doing merit work, prisoner work release program or submit a request through the chain of command for assistance from the construction section of Headquarters Company, 891st Engineer Battalion.

### 3-7. Construction:

a. Construction is building an entire new facility, modifying, adding to, or otherwise altering the existing facility. Some examples are installing new walls or additional lighting, expanding existing walls, cutting doorways, military vehicle storage compound expansion, etc...

b. Commanders/Building Manager shall request any construction through the DOFE. Interior modification or expansion to the facilities will require justification for criteria conformance as governed by National Guard Regulations. If your unit is affected by a major change to the MTOE, or an additional unit is assigned to your installation that may provide the justification. The DOFE is responsible to formulate the space criteria justification.

c. If your installation is scheduled for new construction, you are encouraged to provide input during the pre-design phase with the DOFE and the Architect/Engineer. As you are the individual who is the most knowledgeable of the "shortcomings" of the functional layout of your facilities. This input is invaluable to achieve a successful working design.

d. All construction must result in a complete and usable facility or a complete and usable improvement to an existing facility. Projects cannot be split to reduce costs to a level that meets the statutory limitation.

## SECTION 4

### ENERGY MANAGEMENT

4-1. General: The Department of Defense designated FY 85 as the "base line" for computing nationwide energy conservation requirements for all Federally supported facilities (non-armory). All government agencies were directed to reduce usage from the amount of energy used that year. The DOFE can also provide information, recommendations, and answers to your questions on energy matters.

#### 4-2. Responsibilities:

a. As Building Manager, you are responsible to your commander for energy management and conservation within your facility.

b. Your responsibilities should include, but are not limited to:

(1) Assisting your commander by implementing conservation programs and policies at your facility.

(2) Promoting a positive attitude for emergency conservation practices at your facilities.

(3) Ensuring thermostats are set at correct temperatures during the heating and cooling season.

(4) Establishing a maintenance program for energy using appliances and equipment to include the filters. (See para 8-3 and 8-5)

(5) Ensuring all windows and doors are closed when the facilities are being heated or cooled.

(6) Ensuring exterior security lighting is turned off during daylight, and that it is not used in excess or beyond requirements to provide safety or security during darkness.

(7) Ensuring equipment in the facility is turned off during non-use periods during duty hours and after duty hours unless the equipment must stay on for technical or practical reasons.

(8) Ensuring plumbing fixtures, especially hot water, are not leaking.

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(9) Making a periodic walk-through of the facility to ensure energy conservation is practiced by noting items listed above.

(10) Maintaining utility bills to compare with past usage. (See para 9-2)

(11) Notifying the DOFE promptly upon discovery of an energy wasteful condition that requires their support to correct.

(12) Providing periodic feedback through the chain of command on correcting energy conservation matters that requires their support.

c. You are the individual with the most direct influence to help meet the energy conservation goals. Your actions will help save hundreds of dollars in energy costs each year.

## SECTION 5

### FIRE PROTECTION

5-1. General: The Building Managers are responsible to their Commander for the fire safety in the facility. They are responsible for inspections, services, and for maintaining the fire fighting capabilities in the facility. The inspection is the quality control element of the installation's fire prevention program. During inspections, pay particular attention to:

- a. The adequacy and conditions of fire suppressants, detectors, alarms, protective systems, and facility features (fire doors, walls, draft stops, etc...) to segregate/separate special fire hazard occupancy areas.
- b. The condition of heating, fuel handling, electrical equipment, and similar hazard producing devices or equipment.
- c. All housekeeping practices including the proper separating, storing, and labeling of flammable materials.

5-2. Responsibilities of the Building Manager:

- a. Correcting fire hazards and deficiencies in a prompt manner.
- b. Performing these actions if a fire occurs:
  - (1) Ensuring a fire alarm is given.
  - (2) Evacuating the building or area.
  - (3) Notifying the fire department.
  - (4) Using portable fire fighting equipment (extinguishers, standpipe hose, etc...) to extinguish a fire if it's discovered in it's early stages.
  - (5) Meeting the fire vehicles and directing the fire fighters to the fire.
- c. Ensure compliance with any inspections or directions by the local fire department.

5-3. Fire Extinguishers:

- a. The basic types of fires are Classes A, B, C, and D as defined below:

(1) Class A. Fires in ordinary combustible materials such as wood, cloth, paper, and many plastics.

(2) Class B. Fires in flammable liquids, gases, and greases.

(3) Class C. Fires which involve energized electrical equipment where the electrical non-conductivity of the extinguishing agent is of the first importance.

(4) Class D. Fires in combustible metals, such as magnesium, titanium, zirconium, sodium and potassium.

b. Rating and Classification of Fire Extinguishers. Portable fire extinguishers are rated and classified with NUMERICAL and LETTER designations. The numerical rating indicates the relative extinguishing effectiveness of extinguishers classified for Classes A and B fires only. The letter classification indicates the Class of Fire listed in preceding paragraph "a" on which an extinguisher can be effective. Extinguishers found to be effective on more than one Class of Fire have multiple letter classification.

c. Usage of Fire Extinguishers. Class A fires can be readily extinguished by quenching-cooling with water or a water-mixture agent. Class B fires are more effectively extinguished by an agent that blankets-smothers the fire through exclusion of oxygen surrounding the fire area. For Class C fires the primary consideration in extinguishing this type of fire is the selection of non-conductive extinguishing agent to prevent dangerous electrical shock and possible death to the user. Only fire extinguishers containing Bromochlorodifluoromethane, monobromotrifluoromethane, carbon dioxide or dry chemical can be used safely on Class B and C fires.

### **WARNING**

**Water or water-mixture type extinguishing agent must not be used under any circumstances on energized electrical equipment (Class C) fires. Whenever possible, electrical equipment and circuits should be de-energized before attacking a class C fire.**

d. Fire extinguishers generally available to facilities of the Kansas Army National Guard are the following types:

(1) Carbon Dioxide (CO<sub>2</sub>), 5 pound. Nearly all armories are equipped with one, issued by the State Property Book Officer, specifically for use in the kitchens. It is also included with the accessory sets for field ranges.

(2) Dry chemical. These are issued from federal sources in 2-1/2, 5, and 10 pound sizes for equipment mounting. All are for Class B & C fires only.

e. Location of Extinguishers:

(1) Locations of fire extinguishers should be in relation to exposure but not directly in the flammable area. Locations are desirable to provide access to individuals entering or leaving flammable areas. All extinguishers are to be B & C type and a minimum 2-1/2 pound capacity.

(2) The five (5) pound carbon dioxide extinguishers are ideal for kitchen areas as they will not contaminate food. Other locations may contain dry chemical or carbon dioxide as available. Water type extinguishers on hand may be used.

(3) All extinguishers will be in a permanent location, mounted to the wall at a height of no more than five feet to the top of the extinguisher.

(4) Extinguishers must be available to occupants of the building area and will not be locked in supply rooms, etc... during periods of building usage.

f. Extinguisher Maintenance: Tag, DA Form 253, will be used on all extinguishers located in or attached to buildings. Inspections and/or services will be recorded monthly, quarterly, annually and the type of service entered in the remarks column by letter initial as "M", "Q" or "A".

5-4. Fire Hose:

a. Fire hose, as installed in some buildings, will not be used for any purpose other than fire fighting.

b. After the hose has been used (for fires or periodic checks) it will be stretched on the building floor and left to dry both inside and outside. Do not dry hose in the sun. After the hose is thoroughly dry, clean the threads on the hose coupling and lightly oil to eliminate corrosion from chemicals in the water and then place in the rack.

c. The fire hose will be removed from the rack once each 6 months, stretched on the building floor and thoroughly cleaned with a stiff broom or brush. At least once each three (3) years, the hose should be checked by allowing water to run through it for five minutes at full pressure. It is common even for new hoses to show numerous small leaks. If the hose is defective, other than small leaks, report it immediately to the State Property Book Officer.

d. Fire hoses will be tagged as specified in paragraph 5-3f.

## SECTION 6

### PHYSICAL SECURITY

#### 6-1. General:

a. Building security is a responsibility of the building manager. Establish a procedure that ensures your facility is secure from illegal entry at all times. Double check all doors and windows during the closing procedure and be sure all locking devices are in good working order.

b. Impress upon all personnel the importance of building security. Without their cooperation your job as building manager will become much more difficult. If a breakdown in building security occurs, you must come to the facility and correct the situation immediately.

#### 6-2. Key Control:

a. The Key Custodian is responsible for all keys that service his respective installation. The Building Manager should establish security procedures with the Key Custodian as prescribed in AR 190-51 as well as ensuring there will be no duplication of keys without the Key Custodians official approval. The Key Custodian will:

(1) Ensure a key control register is maintained and up to date.

(2) Keys are numbered (either alpha/numerical) and assigned to responsible individuals.

(3) Keys are assigned in limited quantities for control.

(4) Requesting a key/lock change when one of the following has occurred:

(a) Key system has been compromised/suspected compromise or personnel have key(s) without authority.

(b) Key loss.

(c) Suspected loss of equipment/items due to loss of key control.

**NOTE: Change of Command does not constitute a key system change.**

(5) Notify the following when physical security has been compromised to your facility.

(a) State Physical Security Officer.

(b) AGKS-DOFE.

b. You should ensure the Key Custodian repossess all keys from personnel who are going to a permanent change of station. Keys issued to personnel going on extended leave or on a temporary duty assignment for over 30 days should be retained for safekeeping.

6-3. Vault and Combination Changes:

a. Vault Combination Changes. Vault combination changes should be made when the following condition(s) exist:

- (1) Compromise of vault combination.
- (2) Change of assigned personnel. (Person authorized entry and combination.)
- (3) Change of Facility Manager or Command.
- (4) Faulty combination or locking system.
- (5) Annually as required by AR 190-11.

b. Vault Combination Operating Instructions: (See Appendix H)

(1) Jamming device. The vault has an anti-jamming device which has been triggered on numerous occasions, causing the vault to jam shut and resulting in high repair costs. The following preventative measures should be taken to preclude this:

- (a) Do not slam the vault door.
- (b) Do not bump into the door with bulky equipment/objects.
- (c) Do not rapidly spin the dial.

(2) Each battalion headquarters has a vault (combination lock) changing key. Any unit needing to change their vault combination, and do not have a changing key, should contact their battalion headquarters for a key and/or assistance.

c. Responsibility for repairs:

- (1) Vault lock repairs - Director of Facilities Engineering.

(2) MTOE, TDA, or CTA cabinets or safe - Contact the Director of Maintenance.

## SECTION 7

### CUSTODIAL AND GROUNDS MAINTENANCE

#### 7-1. Custodial:

- a. Commanders are responsible for the cleanliness of their facilities and grounds. Procedures must be established to ensure trash/waste receptacles are emptied and floors are cleaned, waxed, or vacuumed as required.
- b. Facilities with custodial service contracts will keep a copy of the contract on file at the facility.

#### 7-2. Grounds Maintenance:

- a. Any trash or debris should be removed from the grounds at the beginning of each day. Trash must not be allowed to accumulate as to create a hazard or rodent problem. Ensure your trash receptacle is not oversized to reduce expenditures for this service.
- b. Trees, shrubbery and grass must be properly trimmed and must be watered during extremely dry conditions to prevent them from dying. Contact the DOFE if you have any questions.
- c. Keep mowing and trimming equipment serviced and blades sharpened. Contact the State Property Officer for assistance on State owned equipment.
- d. Gutters should be cleaned every fall and spring. All down spouts and splash blocks must be in place. It is very important to get runoff water away from the building to prevent damage to the structure.
- e. Snow removal from sidewalks and access drives must be timely.

7-3. Local Purchase: All purchases of herbicides or lawn care chemicals must be approved for use by the State Environmental Officer. Requests (AGO Form 503) are submitted, in triplicate through AGKS-DOFE, to the State Comptroller for facility maintenance and repair items. See Appendix E for additional instructions on preparation of AGO Form 503.

## SECTION 8

### MAINTENANCE AND SERVICE OF REAL PROPERTY

8-1. Permits: All facilities with power plants (boilers) require an inspection annually by the State of Kansas "Boiler Inspector". A permit is issued when the inspection is completed and no deficiencies are noted. If deficiencies are noted, they must be corrected as indicated by the inspector (immediate or routine). A nominal fee is charged for the inspection service. Submit the bill with AGO 503 and AGO 504 forms. If your certificate has expired notify the DOFE immediately.

8-2. Chemical Treatment: All power plant (boilers) require chemical treatment to prevent build-up of scales and other insoluble impurities in the water. DOFE will provide the contract for the chemicals, which includes the delivery of the chemicals and testing the results of the treatment. The contractor will provide the Building Manager with the procedures for applying the chemicals. It is the responsibility of the Building Manager or his designee to administer the chemical treatment.

8-3. Maintenance: of Heating, Ventilation and Air Conditioning Equipment (HVAC).

a. Furnaces and Overhead Heaters. The fan motors must be oiled with 20 W motor oil at least once per heating season. (Note: Some units have sealed motors and no service is required). On furnaces that also have air conditioning, the service should be at least twice a year.

b. Air conditioning units must be checked at least once a month during the cooling season for buildup of lint, leaves or other debris on the condensing coil. The fan motor (if not a sealed unit) must be oiled with 20W motor oil at least once a season. Before servicing any equipment, ensure the thermostat is shut off and the electrical power turned off at the breaker box or disconnect switch. Air filters must be checked and replaced periodically to ensure peak efficiency.

8-4. Roofs: The DOFE must be notified any time a severe storm has occurred at your facility especially a hail storm. Personnel traffic on the roof must be kept to a minimum with only authorized personnel performing inspections. All guttering should be checked in the fall and spring for accumulation of leaves or other debris and cleaned to prevent water from building up or ponding on the surface.

8-5. Service:

- a. Filters in furnaces should be checked monthly and replaced as needed or at least once a year. Requisition filters from the State Property Office.

## SECTION 9

### UTILITIES

9-1. Service: Reference: State Comptroller Policy and Procedure Manual, Subject: Fiscal Responsibilities of State Funds. Utility expenditures for existing utilities; electricity, natural gas, sewage, water, and trash disposal (if included with other utility billings) are authorized recurring expenditures and are granted blanket approval for expenditure of State funds. Other recurring expenses, such as: Pest control and trash disposal, if charge is separate from utilities listed above, require specific approval each fiscal year. (FY for all Kansas Army National Guard Facilities is the State Fiscal Year 1 Jul - 30 Jun). Any new utility service must be approved by the State Comptroller (AGKS-SC).

9-2. Payments: All utility bills, i.e., gas, electric, water, trash, are to be sent directly from the utility company to the State Comptrollers office. Proper address is: The Adjutant General of Kansas, ATTN: AGKS-SC, 2800 SW Topeka Blvd., Topeka, KS 66601-1159. See State Comptroller Policy and Procedure Manual, Subject: Fiscal Responsibilities of State Funds, for procedures for processing utility payments.

## SECTION 10

### ENVIRONMENTAL

10-1. General: Environmental Compliance is everyone's responsibility. It is a goal that we must work toward to ensure our operations meet environmental laws and regulations. Commanders are responsible for the actions related to the environment that they take and fail to take. Consequences of not complying to Federal, State and local laws, regulations and ordinances can result in criminal prosecution or individual financial liability. All of the items listed in this Section are elaborated upon in:

a. KS SOP 420-47, Solid and Hazardous Waste/Material Management, dated 15 April 1996.

b. KS SOP 200-1/2, Environmental Quality, Environmental Protection and Enhancement, dated 13 April 1995.

10-2. Hazardous Waste and Materials: Chapters 4 and 5 of KS SOP 420-47, dated 15 April 1996 prescribe responsibilities and procedures for the identification, handling, storage, transportation and disposal of Hazardous Material and Waste (HM/W). Most of the Hazardous Material and Waste generated in the Kansas Army National Guard is generated at the unit level and managed through logistics channels and disposed of through the supporting Organizational Maintenance Shop (OMS) or Army Aviation Support Facility (AASF). Commanders must ensure that every person involved in the storage, use and disposal of HM/W are aware of their responsibilities (Chapter 2, KS SOP 420-47). Questions or assistance can be provided by AGKS-DOFE-E by calling (785) 274-1150.

10-3. Solid Waste Management: Solid waste management refers to trash disposal and recycling. Each unit within the KSARNG is mandated to recycle in accordance with chapter 3 of KS SOP 420-47. An expanded recycling program for paper and rubber is administered by DOFE-E and operated by the USP&FO warehouse. This program dictates that units collect paper, cardboard and rubber for pickup by the USP&FO area truck. The USP&FO for Kansas is the only person that can relieve a unit or activity of this responsibility.

10-4. Pollution Prevention: Every unit in the KSARNG is encouraged to evaluate their use of hazardous materials to determine if a modification of their processes can reduce the hazard that their soldiers are exposed to (Chapter 7, KS SOP 420-47)

10-5. Spill Prevention Control and Countermeasure (SPCC) Plan: These plans are developed by each facility that contains hazardous materials in quantities that if released could adversely affect the environment or health of personnel on site. The SPCC provides instructions for employees regarding potential spills, means of operating

and contingencies (Chapter 8, KS SOP 420-47). The SPCC is prepared by the unit Environmental Officer/NCO

10-6. POL Storage: Petroleum, oil and lubrication products may be stored at KSARNG facilities in quantities that are prudent based on unit composition and mission. Storage, storage configuration, transportation and disposal can all be done given that the appropriate precautions are taken. (Chapter 9, KS SOP 420-47).

10-7. Compressed Gasses: Compressed gasses are stored at armories and other KSARNG facilities, normally in the form of acetaline, nitrogen or compressed air. The containers, if stored improperly, have the potential of exploding or leaking. They must be stored and transported properly (Chapter 10, KS SOP 420-47),

10-8. Mobile Fuel Vehicles: Mobile fuel vehicles are located at a number of KSARNG facilities and can effect the configuration of motor pools. These vehicles include HEMTT fuel vehicles, Tank and Pump units (TPUs), bulk fuel tankers (5000 gallons). All of these vehicles must have secondary containment capable of containing 100% of their capacity. If they do not have that capability, they must not maintain more than 500 gallons of fuel between IDTs (Chapter 11, KS SOP 420-47).

10-9. Asbestos: Asbestos is located in many of the facilities operated by the KSARNG. The most common form of asbestos is pipe insulation and floor tile. In most cases this asbestos is located in janitor closets where the pipes are exposed. Personnel working at the armory must not disturb any asbestos. If the asbestos is deteriorating and some repair or removal is required, it can be complete by a licensed asbestos contractor.

10-10. Pest/Weed Control: Pest and weed control will be required at all KSARNG facilities. Only licensed contractors are authorized to apply insecticides. KSARNG personnel may become licensed by county extension offices. Weed control may also be applied if the applicator is licensed. If the unit has no licensed applicator, contact a local vendor and submit an AGO KAN Form 503 for the required services.

10-11. Spills: All spills over 25 gallons must be reported to DOFE-E using the form in Appendix E of KS SOP 420-47.

## SECTION 11

### LEASES

#### 11-1. General:

- a. When a requirement develops for a new installation or the extension of an existing installation, site selection will be conducted by the Director of Facilities Engineering.
- b. All federal leases will be requested through the Corps of Engineers.
- c. Facility Managers will have copies of lease agreements on file at the facility.
- d. Facility Managers and OICs will be familiar with all lease terms and agreements concerning maintenance or repair of facility.

## SECTION 12

### ELECTRONIC SECURITY SYSTEMS PROGRAM (ESSP)

#### 12-1. General:

The ESSP's primary function is maintaining intrusion detection systems installed in arms, ammunition, and explosives storage areas. Implied tasks include but are not limited to:

- a. Design, procurement, and installation of ESSP components in new and existing facilities. This includes commercial intrusion detection systems, joint services interior intrusion detection systems, and closed circuit television systems.
- b. Semi-annual inspections of IDS's.
- c. Maintenance of fire alarm systems.
- d. Train users of ESSP equipment.
- e. Forecast future security requirements.
- f. All administrative functions in support of the ESSP.

#### 12-2. Organization

The ESSP functions within the DOFE. It consists of a three man team of State employees. One is designated as the Team Chief and the other two carry are Electronic Technicians.

The team is equipped with all necessary tools and equipment for field repairs/maintenance and a fully operational electronics shop for component repairs/maintenance.

#### 12-3. Operation

The ESSP has the responsibility to react to any IDS problem within 24 hours of notification by users. To accomplish this, the team has a response vehicle with a recommended load list ready for dispatch 24 hours a day, 7 days a week, 365 days a year. One of the three team members is on call 24 hours a day, 7 days a week, 365 days a year.

## SECTION 13

## KANSAS ELECTRONIC SECURITY PROGRAM

### INTRUSION DETECTION SYSTEM (IDS) OPERATOR INSTRUCTIONS

13-1. General: These IDS Operator Instructions consist of two parts; (I) Actions when IDS users are notified by IDS Monitoring Facilities of an alarm or line trouble and; (II) When conducting their monthly IDS operational tests as per AR 190-11 and KS SOP 190-11.

13-2 Responsibilities: Members of the Electronic Security Program are responsible for the training of the IDS users and should be called for assistance.

a. There are four combinations of IDS systems. The combinations consist of control unit type and data transmission type.

- (1) Type A. Ademco 1022 with dedicated line. (105T or 445)
- (2) Type B. J-SIIDS with dedicated line. (105T or 445)
- (3) Type C. Ademco 1022 with Digital Control Communicator.
- (4) Type D. J-SIIDS with Digital Control Communicator. (Adplex)

(Adplex)

ANNEX J is a matrix of the States IDS posture as of this date that indicates which type combination is at each location. Use the matrix to determine which is installed and applicable to you.

Questions regarding these instructions or the IDS should be forwarded to the Electronic Security Program Team Chief at 785-274-1146 or DSN 720-8146.

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13-3. Part I - Response to Notification of an alarm

a. **Type A**

(1) Step 1. Proceed to location ASAP, watch for possible telephone line work or damage enroute, verify with local response force there are no perpetrators in area. Visually inspect for signs of attempted entry, then enter vault. Check for signs of rodents (droppings, footprints) and verify that the humidifier is functioning properly. (No excessive vibration, noise, or heat)

(2) Step 2. Follow the steps and fill out appropriate blocks on Alarm Response Checklist ANNEX K, Lines 1,2,3,5,6,7,9,10.

(3) Step 3. Re-set the control unit by moving switch from day (Access) and then to night (Secure), exit vault. If system remains secure for 10 minutes and the cause of the alarm has been determined, record as per KS. SOP 190-11 DA Form 4930-R Sep 80.

(4) \*Step 4. If a deficiency is evident and/or the alarm will not re-set, call 785-274-1146 between the hours of 0700 and 1600 M-F or 785-256-8029 at all other times. Report the Alarm Response Checklist information to the technician on duty and follow his instructions.

b. **Type B**

(1) Step 1. Proceed to location ASAP, watch for possible telephone line work or damage enroute, verify with local response force there are no perpetrators in area. Visually inspect for signs of attempted entry, then enter secondary area, punch in the code on the Timed Entry/Exit Delay Unit to allow access. Enter vault, check for signs of rodents (droppings, footprints), verify that the humidifier is functioning properly. (No excessive vibration, noise, or heat)

(2) Step 2. Follow the steps and fill out appropriate blocks on Alarm Response Checklist Attachment B. Lines 1,2,3,5,8,9,10.

(3) Step 3. Re-set the control unit by moving switch from day (Access) and then to night (Secure), exit vault. If system remains secure for 10 minutes and the cause of the alarm has been determined, record as per KS. SOP 190-11 DA Form 4930-R Sep 80.

(4) \*Step 4. If a deficiency is evident and/or the alarm will not re-set, call 785-274-1146 between the hours of 0700 and 1600 M-F or 785-256-8029 at all other times. Report the Alarm Response Checklist information to the technician on duty and follow his instructions.

**NOTE: TYPE A AND B SYSTEMS WILL SHOW EITHER "ALARM" WHICH IS DEFINED AS THE CONTROL UNIT REACTING TO SOME TYPE OF STIMULUS GENERATED FROM A SENSOR OR A TAMPER SWITCH OR "TROUBLE" WHICH IS CREATED BY THE LOSS OF THE DEDICATED TELEPHONE LINE BY BEING CUT OR MADE INOPERABLE BY WEATHER OR SIMILAR FACTORS. YOU MUST BE SURE AND GET THAT INFORMATION FROM THE MONITORING STATION.**

c. **Type C**

(1) Step 1. Proceed to location ASAP, watch for possible telephone line work or damage enroute, verify with local response force there are no perpetrators in area. Visually inspect for signs of attempted entry, then enter secondary area and record the messages displayed on the keypad. Enter your personal identification number and then disarm. Enter vault. Check for signs of rodents (droppings, footprints) and verify that the humidifier is functioning properly. (No excessive vibration, noise, or heat)

(2) Step 2. Follow the steps and fill out appropriate blocks on Alarm Response Checklist Attachment B. Lines 1,2,3,5,6,7,9,10.

(3) Step 3. Re-set the control unit by moving switch from day (Access) and then to night (Secure), exit vault. If system remains secure for 10 minutes and the cause of the alarm has been determined, record as per KS. SOP 190-11 DA Form 4930-R Sep 80.

(4) \*Step 4. If a deficiency is evident and/or the alarm will not re-set, call 785-274-1146 between the hours of 0700 and 1600 M-F or 785-256-8029 at all other times. Report the Alarm Response Checklist information to the technician on duty and follow his instructions.

d. **Type D**

(1) Step 1. Proceed to location ASAP, watch for possible telephone line work or damage enroute, verify with local response force there are no perpetrators in area. Visually inspect for signs of attempted entry, then enter secondary area and record the messages displayed on the keypad. Enter your personal identification number and then disarm. Enter vault. Check for signs of

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rodents (droppings, footprints) and verify that the humidifier is functioning properly. (No excessive vibration, noise, or heat)

(2) Step 2. Follow the steps and fill out appropriate blocks on Alarm Response Checklist Attachment B. Lines 1,2,3,5,8,9,10.

(3) Step 3. Re-set the control unit by moving switch from day (Access) and then to night (Secure), exit vault. If system remains secure for 10 minutes and the cause of the alarm has been determined, record as per KS. SOP 190-11 DA Form 4930-R Sep 80.

(4) \*Step 4. If a deficiency is evident and/or the alarm will not re-set, call 785-274-1146 between the hours of 0700 and 1600 M-F or 785-256-8029 at all other times. Report the Alarm Response Checklist information to the technician on duty and follow his instructions.

**NOTE: THESE SPECIAL INSTRUCTIONS ARE NOT TO SUPERSEDE ANY OTHER ACTIONS REQUIRED BY REGULATIONS. THEY ARE TO BE ACCOMPLISHED ALONG WITH AND IN ADDITION TO ALL OTHER REGULATORY DIRECTIVES.**

13-4. Part II - Procedures For Monthly Operational Tests

a. **Type A**

(1) Step 1. Visually inspect all sensing devices, conduit, wiring, switches, and door hinges for serviceability, loose screws, wear, and any out of the ordinary appearance or operational characteristic.

(2) Step 2. Call the monitoring station to inform them to disregard any alarms while you are testing. Use a pre-designated Code or P.I.N.

(3) Step 3. With the vault door closed, switch the control unit to "Circuit" Test". Without activating the motion sensors, open vault door, verify buzzer and delay light is on, close vault door, verify buzzer and delay light is off. Move into a motion sensor and verify buzzer and delay is on, stop, remain motionless, then verify delay light is off when buzzer stops. Without activating the motion sensors, create a high pitched hissing noise or a sound SIMILAR to chains rattling or glass breaking in front of each audio detector, when red LED is on, verify buzzer and delay light, cease noise and verify delay light is off and green LED is on at audio sensor.

(4) Step 4. Switch the control unit to "Bell Test". All lights on panel should brightly illuminate and siren should sound loudly. This tests the back-up battery strength. If lights are dim and siren is sluggish, contact the Electronic Security Program ASAP.

(5) Step 5. Switch control unit to "Night". One month open the vault door and send an alarm to the monitoring station with the switch on the vault door. The next month, shut vault door, move within the vault and send an alarm via the motion sensors. The next month, make appropriate sounds to send an alarm via the audio detectors.

(6) Step 6. After hearing the siren sound at location, reset control unit, call the monitoring station to verify receipt and clearing of the alarm. Record results on DA FORM 4930-R, SEP 80. Report any deficiencies to the Electronic Security Program.

**b. Type B**

(1) Step 1. Visually inspect all sensing devices, conduit, wiring, switches, and door hinges for serviceability, loose screws, wear, and any out of the ordinary appearance or operational characteristic.

(2) Step 2. Call the monitoring station to inform them to disregard any alarms while you are testing. Use a pre-designated Code or P.I.N.

(3) Step 3. In the secondary area at the Timed Entry/Exit Delay Unit, with vault secured, open supply room doors, verify BMS light is on. Close supply room doors, verify BMS light is off. Move in front of the motion sensor, verify UMS light is on. Stop and remain motionless, verify UMS light is off. Punch in code to secure TEEDU, then activate doors or motion sensors to initiate an alarm. Punch code to take TEEDU out of secure and proceed to vault, switch to access. Alarm should cease, verify appropriate light.

(4) Step 4. With the vault door closed, switch the control unit to "Secure" wait 3 minutes and without activating the motion sensors, open vault door, listen for siren, verify the appropriate light is on, close vault door, reset the control unit, wait three minutes, move within the vault, listen for siren, verify the appropriate light is on, reset the control unit, wait three minutes and jingle at least 4 keys on a ring for 5 seconds (you may have to cover the motion sensors to keep them from picking up movement while jingling keys), listen for the siren, verify the appropriate light is on. An alarm will be sent each time a sensor is activated and the local siren will sound each time. Additionally, if you are in a multi-vault location, the Area Notification Panel will verify the alarm.

(5) Step 5. The lights in the control unit are either from left to right or top to bottom. The sequence is "F-A-B-C-D-E". The Electronic Security Program Technicians can provide you the Sensor/Light information.

(6) Step 6. Call the monitoring station to verify receipt and clearing of the alarms. Record results on DA FORM 4930-R, SEP 80. Report any deficiencies to the Electronic Security Program.

c.     **Type C**

(1)     Step 1. Visually inspect all sensing devices, conduit, wiring, switches, and door hinges for serviceability, loose screws, wear, and any out of the ordinary appearance or operational characteristic.

(2)     Step 2. Call the monitoring station to inform them to disregard any alarms while you are testing. Use a pre-designated Code or P.I.N.

(3)     Step 3. At the keypad in the secondary area, read the messages displayed when the supply area doors are open or there is movement in the secondary area. The keypad will read "Supply Room PIR" or whatever sensor or switch is activated. This tests the sensors in the secondary area.

(4)     Step 4. Enter the vault and with the vault door closed, switch the control unit to "Circuit Test". Without activating the motion sensors, open vault door, verify buzzer and delay light is on, close vault door, verify buzzer and delay light is off. Move into a motion sensor and verify buzzer and delay light is on, stop, remain motionless, then verify delay light is off when buzzer stops. Without activating the motion sensors, create a high pitched hissing noise or a sound SIMILAR to chains rattling or glass breaking in front of each audio detector, when red LED is on, verify buzzer and delay light, cease noise and verify delay light is off and green LED is on at audio sensor.

(5)     Step 5. Switch the control unit to "Bell Test". All lights on panel should brightly illuminate. This tests the back-up battery strength. If lights are dim, contact the Electronic Security Program ASAP.

(6)     Step 6. Switch control unit to "Night". One month open the vault door and send an alarm to the monitoring station with the switch on the vault door. The next month, shut vault door, move within the vault and send an alarm via the motion sensors. The next month, make appropriate sounds to send an alarm via the audio detectors.

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(7)     Step 7. After hearing the siren sound at location and verifying the message on the keypad in the secondary area, punch in your code and hit disarm, reset control unit in vault, punch in your code and disarm again at keypad (will clear all alarm messages), call the monitoring station to verify receipt and clearing of the alarm. Record results on DA FORM 4930-R, SEP 80. Report problems to the Electronic Security Program.

d.     **Type D**

- (1) Step 1. Visually inspect all sensing devices, conduit, wiring, switches, and door hinges for serviceability, loose screws, wear, and any out of the ordinary appearance or operational characteristic.
- (2) Step 2. Call the monitoring station to inform them to disregard any alarms while you are testing. Use a pre-designated Code or P.I.N.
- (3) Step 3. At the keypad in the secondary area, read the messages displayed when the supply area doors are open or there is movement in the secondary area. The keypad will read "Supply Room PIR" or whatever sensor or switch is activated. This tests the sensors in the secondary area.
- (4) Step 4. With the vault door closed, switch the control unit to "Secure" Wait 3 minutes and without activating the motion sensors, open vault door, listen for siren, verify the appropriate light is on, close vault door, reset the control unit, wait three minutes, move within the vault, listen for siren, verify the appropriate light is on, reset the control unit, wait three minutes and jingle at least 4 keys on a ring for 5 seconds (you may have to cover the motion sensors to keep them from picking up movement while jingling keys), listen for the siren, verify the appropriate light is on. An alarm will be sent each time a sensor is activated and the local siren will sound each time. Additionally, if you are in a multi-vault location, the Area Notification Panel will verify the alarm.
- (5) Step 5. The lights in the control unit are either from left to right or top to bottom. The sequence is "F-A-B-C-D-E". The Electronic Security Program Technicians can provide you the Sensor/Light information. appropriate light.
- (6) Step 6. Call the monitoring station to verify receipt and clearing of the alarms. Record results on DA FORM 4930-R, SEP 80. Report any deficiencies to the Electronic Security Program.

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Should a unit experience any problem with their IDS, they should:

- (a) Fill out the IDS Alarm Checklist (attached) as applicable.
- \*(b) Call (785) 274-1146 from 0700 to 1600 Monday thru Friday or (785) 256-8029 at all other times.
- (c) Give info to ESSP representative. ESSP representative will either troubleshoot over telephone and instruct user in corrective actions, or will travel to unit to correct deficiencies.

Note: These instructions do not preclude any procedures laid down by the state physical security office or any regulations that apply.

13-5. Proponent: Changes to this SOP should be sent to The Adjutant General of Kansas, ATTN: AGKS-DOFE, 131 SW 27th Street, Topeka, KS 66611-1159.

\*

OFFICIAL:

GREGORY B. GARDNER  
Major General (KS), KSANG  
The Adjutant General

FLOYD D. PARRY  
COL, GS, KSARNG  
Chief of Staff

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\*ANNEX C, Key Telephone Numbers to KS-SOP 420-8

## KEY TELEPHONE NUMBERS

## Contact numbers for the Directorate of Facilities Engineering

Director of Facilities Engineering	785-274-1141
Administrative	785-274-1140
Resource Management (Budget)	785-274-1130
(Programming)	785-274-1131
Environmental Services	785-274-1150
	785-274-1151
	785-274-1152
	785-274-1153
	785-274-1154
Engineering Services	785-274-1132
	785-274-1133
	785-274-1134
	785-274-1135
	785-274-1144
State Facilities Management	785-274-1142
	785-274-1143

During off-duty hours the following DOFE representatives may be contacted at their residence:

Mr. William "Bill" Feleciano	785-286-3761
CPT Shawn C. Manley	785-478-1379
COL William W. Vonderschmidt	785-862-6403
LTC John Andrew	785-271-1504

## ANNEX D, Definitions to KS-SOP 420-8

DEFINITIONSDefinitions:

a. Act of Nature Damages - Damages resulting from natural disasters such as, but not limited to, tornados, lightening, flooding, and earthquakes.

b. Armory - A structure that houses one or more units of the ARNG and is used for training and administering to those units. It includes adjacent or supporting structures that are used for unit training and administration. This term is restricted to a facility designed for home station training.

c. Construction - The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. Construction includes installed equipment made a part of a facility, related site preparation, excavation, filling and landscaping, or other land improvements.

(1) Addition, expansion, or extension. A physical increase of an overall external dimension of the facility. Regardless of the monetary value of work, such projects must be included in the master plan prior to programming the project.

(2) Alteration. A change in interior or exterior arrangements of a facility to improve its current purpose. This includes installed equipment made a part of the existing facility. Additions, expansions, and extensions are not alterations. Any alteration to a facility must have the express approval of the DOFE prior to any action being taken.

(3) Conversion. A change in interior or exterior facility arrangement so that the facility may be permanently used for a new purpose. This includes installed equipment made a part of the existing facility.

(4) Relocation. Movement of a building or structure from one site to another, either intact or by disassembly and subsequent re-assembly. It includes connection of new utility lines, but excludes relocation of roads, pavements, or airstrips. Relocation of two or more facilities resulting in a single facility will be considered as a single project.

(5) Replacement. A replacement is a complete rebuild of a real property facility destroyed or damaged beyond economical repair.

d. Directorate of Facilities Engineering (DOFE): Facilities Engineering is essentially a service organization (See Appendix B). Their primary purpose is to support

KSARNG facilities by providing technical and management supervision of utilities, maintenance, and repairs; to make alterations to existing facilities; and construct new facilities.

e. Emergency Construction - Immediate construction necessary to preclude irretrievable loss or losses due to disasters.

f. Facility Inventory and Stationing Plan (FISP) - A document to provide detailed information on all Federally/State owned, State operated, ARNG facilities within each individual State. It details information on structures, activities, locations, and lists other pertinent data required for Federal participation for support.

g. IDS - Intrusion Detection System

h. Installation - A fixed location together with its land, buildings, structures, utilities, and improvements thereon.

i. JSIIDS - Joint Services Interior Intrusion Detection System

j. Maintenance (of Facilities) - Keep in Shape. Maintenance is the work required to preserve and maintain a real property facility in such condition that it may be effectively used for its designated functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than prevent. Maintenance includes work to sustain components. Examples include replacing disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements. Also included is routine care of lawns, trees, and shrubs that are part of the landscaping of the facility. Necessary watering, mowing, and fertilization accomplished in a timely manner to insure hardy growth with good longevity is all part of a sound maintenance program.

k. MVSC - Military Vehicle Storage Compound

l. OMARNG - Operations and Maintenance Army National Guard

m. Operations of Facilities - The actions and functions performed to support equipment for utilities (including distribution), environmental monitoring and compliance testing, fire protection, refuse handling, pest and weed control, snow removal, security, rental agreements, and certain contract administration.

n. REPAIR - Put Back in Shape. Repair is the restoration of a failed or failing real property facility to such condition that it may effectively be used for its designated functional purpose. This may be accomplished by overhauling, reprocessing, or replacing constituent parts or materials which have deteriorated by

weathering or through wear and tear in use and which have not been corrected through maintenance. Some key points to remember about repair projects:

(1) Replacement parts or materials which are more durable and provide longer life may be substituted for original material, provided:

(a) The economic justification is sufficient to warrant the increased costs.

(b) The replacement with materials which are more durable and provide longer life is not made to serve added requirements or new uses. For example, aluminum siding may be used to replace wood siding and concrete steps may be used to replace wood steps. It is advisable to prepare a back-up feasibility study and Memorandum for Record (MFR) to justify using the higher grade materials or parts.

(2) Component parts may be rearranged or relocated when replacement is required. For example, a wall may be relocated if the old wall had to be removed as part of the repair. If 100 lineal feet of failed or failing wall is removed, 100 lineal feet may be replaced as repair. Any additional lineal footage of wall would be construction.

(3) Failed or failing utility systems may be replaced with systems that meet current loads or standards as long as the area or population served by the utility is not increased. For example, a failed 4-inch sewer line may be replaced by a 6-inch sewer line to meet the current sewer line load or local construction standard.

(4) Repair projects to replace failed or failing systems may also include additional components if the additional components are based on sound engineering practice to permit the safe and efficient use of the replacement system. Again, however, the replacement system must not include an increase in area or population supported.

o. Replacement - Reconstruction of a real property facility destroyed or damaged beyond the point of which it may be economically repaired. Complete replacement of an entire facility is classified as construction.

p. Utilities - The purchase or production and distribution of electrical power, heating fuel and water collection, treatment, and disposal of sewage and refuse.

ANNEX E, Instructions for Completion of AGO Form 503, KS-SOP 420-8

INSTRUCTIONS

FOR COMPLETION OF AGO FORM 503

1. Check Local Purchase or Emergency, as appropriate.
2. Complete unit designation and address.
3. Indicate vendor selected by number; i.e., 1, 2, or 3.
4. Enter each vendors name and address that was contacted for price quotations.
5. Enter quantity, unit, and description of items being requested for authority to purchase.
6. Enter unit, unit cost, and total cost for each item by vendor; i.e., Block #1 for Vendor #1, Block #2 for Vendor #2, etc...
7. Enter total cost for all items for each vendor.
8. Write detailed justification to support request for authority to purchase. If request is an Emergency, include the nature of the emergency.
9. Indicate who will perform labor/installation if needed.
10. Lower left block is provided for unit/facility use if desired.
11. a. Army Guard Facilities:
  - (1) Requestor signature--Unit/Armory Fiscal Officer
  - (2) Facilities Officer signature--Facilities Engineering Office
  - (3) Resource Officer signature--Program Manager (Federal Funds)
  - (4) Comptroller signature--State Comptroller
- b. Air Guard Facilities:
  - (1) Requestor signature--individual completing request

- (2) Requesting Officer signature--Base Civil Engineer
- (3) Resource Officer/Financial Manager signature--Base Resource Officer or Financial Manager
- (4) Comptroller signature--State Comptroller

(REVERSE OF AGO FORM 503)

**WORK REPAIR FLOW CHART**  
**(AGO Form 503)**

BUILDING MANAGER	The Building Manager initiates AGO Form 503 (See para 4, Maintenance and Repair) requesting repairs or improvements to their respective facilities.
DOFE OPERATIONS	The AGO Form 503 is sent to the AGKS-DOFE (Operations Branch) for review of accuracy, authorization, criteria, and approval.
DOFE ENGINEERING & PLANS	The AGO Form 503 may be reviewed by the Engineering and Planning Branch-AGKS-DOFE, for design criteria and National Code compliances if required.
COMPTROLLER	The AGO Form 503 is forwarded to the State Comptroller for accounting classification and approval. An approved copy of the AGO Form 503 will be assigned a purchase authority number and returned to the Building Manager by the Comptroller's Office.
BUILDING MANAGER	The Building Manager will then be authorized to purchase the requested material and/or services. It is then the responsibility of the Building Manager to assure that all work and materials are of the quality to the industry standard. The DOFE will provide quality assurance assistance if requested. Upon completion of the purchase, the Building Manager will initiate AGO Form 504 (See page E-4) along with the original billing statement from the vender to the Comptroller's Office for payment.

## ANNEX I, Facilities/Energy and Environmental Committee

1. Purpose: The purpose of the Facilities/Energy and Environmental Committee is to:

a. Monitor energy consumption, manage KSARNG energy resources and develop an energy conservation plan.

b. Provide recommendations to The Adjutant General on proposed Capital Improvements, use of land and existing facilities and develop a five year plan of proposed construction.

c. Monitor environmental activities within the Kansas Army National Guard and recommend to the Adjutant General environmental priorities, policies, strategies, and programs to ensure compliance with environmental regulations and laws.

2. Resources:

a. Leader: Deputy STARC Commander

b. Members:

- (1) Commander, 35th DIV
- (2) Commander, 130th FA Bde
- (3) Commander, 35th DIVARTY
- (4) Commander, Troop Command
- (5) Commander, KSRTC
- (6) USP&FO for Kansas
- (7) AGKS-AR-CS
- (8) AGKS-DOFE
- (9) AGKS-DPOT
- (10) AGKS-DOM
- (11) AGKS-DOIM
- (12) AGKS-AVN
- (13) AGKS-JAG
- (14) AGKS-SC
- (15) AGKS-LDC
- (16) AGKS-PA

